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UFA implementation on Administrative Review Committee 11-24-93

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Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

November 24, 1993

Professor John Kelley
President, UFA
Shawnee State University
Portsmouth, OH 45662

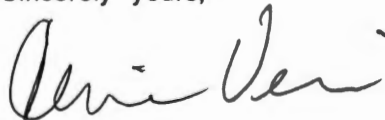
Dear Professor Kelley:

I am returning to the University Faculty Assembly its recommendation to implement the report of the Ad Hoc Administrative Review Committee for the following reasons:

- A. The ad hoc committee's recommendation falls far short of the charge given to it by the University Faculty Assembly at its February 20, 1992 meeting. Specifically, that charge included the following:
 - 1. Justify the need for evaluating academic administrators.
 - 2. Define the purpose of evaluating academic administrators.
 - 3. Identify which academic administrative positions will be evaluated.
 - 4. Describe the evaluation process to be followed.
 - 5. Recommend the form to be used and how it will be validated.
 - 6. Describe to whom the evaluation will be sent.
 - 7. Identify who shall summarize the evaluation.
 - 8. Recommend guidelines on how the results will be treated as a confidential personnel matter.
 - 9. Recommend how the results of the evaluations are to be used.
- B. The instrument recommended to be used is inappropriate even for the pilot test that was recommended. The instrument can only be defined as a Management by Objectives model. It is based on an exhaustive evaluation methodology by which both parties must continuously, throughout the evaluation cycle, develop new short- and long-range goals that may be targeted for completion in 1 to 5 years. In its current form, then, the instrument is less than useful for the evaluation of academic administrators by faculty.

To assist the UFA in recalling its previous actions, I attach the UFA minutes and my presentation to the faculty, both dated February 20, 1992.

Sincerely yours,



Clive C. Veri
President

mjr:93410

Attachments

cc: Academic Administrators

Shawnee State University

Portsmouth, Ohio 45662
(614) 354-3205

MEMORANDUM

TO: Clive C. Veri, Ph.D.
President

FROM: John Kelley
President
The University Faculty Assembly (UFA)

DATE: October 28, 1993

RE: UNIVERSITY FACULTY ASSEMBLY RECOMMENDATION

At its recent meeting, The University Faculty Assembly approved/adopted the following proposal: "RECOMMENDATION FROM THE ADMINISTRATIVE REVIEW COMMITTEE"

I am forwarding, per THE CONSTITUTION AND BYLAWS OF THE UFA (Subsections 1.3.1 and 1.3.2), the UFA recommendation for your consideration and action.

Approved by:
The University Faculty Assembly
(at its June 10, 1993 meeting)

 10-28-93*
UFA President's Signature Date

Approved by:
The University President

President's Signature Date

COMMENTS:

Returned to UFA for additional work

~~Disapprove by:~~
The University President

 11-24-93
President's Signature Date

RATIONALE:

See attached letter.

*Please see hardcopy (~~forthcoming~~ ^{ATTACHED}) of J. Kelley e-mail, "Administrative Review" on 10-28-93

Shawnee State University

MEMORANDUM

Portsmouth, Ohio 45662
(614) 354-3205

TO: John Kelley, President
Faculty Assembly

FROM: Edward C. Miner, Chair *ECM*
Administrative Review Committee

DATE: May 25, 1993

SUBJECT: RECOMMENDATION FROM THE ADMINISTRATIVE REVIEW COMMITTEE

The Administrative Review Committee would like to be placed on the Faculty Assembly Agenda for the June meeting. It is the Committee's intent to recommend that the UFA forward to the President of the University our proposal for test piloting by faculty of the evaluation instrument currently being used by the University Administrative Assembly.

The "Committee's" recommendation is to:

1. pilot the instrument among the college Deans by a small number of faculty. The intent is to clarify and agree upon the criteria to be used for evaluation.
2. share the criteria with faculty in these areas for further input and clarification.
3. pretest the instrument by having a small number of faculty evaluate the Deans. The results will be shared only with the Provost and President, and will not be used for employment decisions during the pilot.
4. refine the instrument; and
5. send the entire evaluation to the faculty assembly for review, revision, and a vote.

cc: Clive Veri

February 20, 1992

A Request to the Faculty

At the January 23, 1992 meeting of the University Faculty Assembly, action was taken directing the UFA Executive Committee to establish an ad hoc Evaluation of Administrators Committee. Your minutes describe the specific action taken.

That Committee was formed on February 6 with the following members:

Joyce Kiser
Ed Miner (since elected chair)
Ed Scott
Jessica Jahnke
Pat Lawson
Provost Addington (ex-officio)*

I did not enter the discussion at the time the motion was debated because I was not certain about the specific language of the UFA Constitution related to the Authority or Purpose of the UFA.

Upon reviewing the language, I found that the UFA is charged with making recommendations to me about "matters affecting university instruction." It is debatable whether or not the evaluation of administrators falls within the purview of the Faculty Assembly.

What is very clear, however, is the fact that one of the purposes of the UFA is to "foster a spirit of unity and cooperation within the academic community." The action of the UFA has, in fact, fostered a spirit of disunity by unilaterally affecting the terms and working conditions of an employee group called administrators. This action is considered by me and other administrators to be an antithesis to collegiality, especially in light of what happened at the bargaining table during the summer/fall of 1990.

At the time both sides presented their arguments as to what would be their preferences for inclusion in the article on faculty evaluations. The administration team argued for a more helpful system of faculty evaluations to include quarterly in-class evaluations of faculty in their first two years at Shawnee with the additional requirement of student evaluations from every class. The student evaluation form proposed to be used was a nationally standardized instrument administered with the faculty member out of the room. Faculty with more than two years of teaching experience at SSU would have a less frequent schedule of student, supervisor, and self-evaluations. The results of such evaluations would be an important measure of a faculty member's performance, and form the basis for improvement.

* It is my understanding of Robert's Rules of Order that, since the Provost's appointment did not stipulate "ex-officio non-voting," he is a voting member of the Committee.

The SEA argued that a comprehensive system of evaluations should include the right of the faculty to evaluate administrators. Mandatory evaluations of administrators were discussed on several occasions before compromises were made toward the agreed-upon article. As a result of those compromises, a less helpful evaluation system was accepted with faculty remaining in the room during the student evaluation procedures. Also compromised were the permissible uses of the evaluation results and the mandatory evaluation of administrators by the faculty. Even though the faculty's contractual right to evaluate administrators was not included in the accepted article, SEA was reminded that anyone has the right to offer his/her opinion about the administration and operation of the university. Those opinions are offered in both formal ways through our structure of committees as well as informal ways through hallway conversations.

The action of the Faculty Assembly is, then, an attempt to "win" through the UFA what was bargained away at the table.

What will be my reaction to the recommendation of the current ad hoc Committee after it wends its way through the UFA? Both I and the Provost have accepted 99 percent of the UFA's recommendations since 1989. I really believe our approval rate has been 100 percent, but I shaved it a bit to account for a faltering memory!

To avoid the President's Office from retreating to a "black hole" of another era, I've asked UFA presidents since 1990 to send me recommendations with a signature block on the page that says something like "approved," "disapproved for the following reasons," or "modified as indicated." The UFA would receive my decision in one of those ways.

Contrary to hallway gossip, my mind is **NOT** made up on what my action will be when the UFA forwards its recommendations to me. I can tell you, however, that my decision will be made after I've consulted with the affected administrators. If the recommendation is in the form of a policy, as it should be, approval by the Board of Trustees will be required. I cannot predict what Board action will be.

The major flaw in last month's UFA action was its non-specific charge to the Executive Committee. The motion named "administrators" (generically) to be evaluated and gave no guidance to the ad hoc Committee. While President Pambookian has since identified administrators as "academic" administrators, this charge is not the language of the UFA's action. Let me suggest—if the intent of the motion was to evaluate academic administrators—a structured charge should be given to the ad hoc Committee.

That charge should include the following:

1. Justify the need for evaluating academic administrators.
2. Define the purpose of evaluating academic administrators.
3. Identify which academic administrative positions will be evaluated.
4. Describe the evaluation process to be followed.
5. Recommend the form to be used and how it will be validated.
6. Describe to whom the evaluation will be sent.
7. Identify who shall summarize the evaluation.
8. Recommend guidelines on how the results will be treated as a confidential personnel matter.
9. Recommend how the results of the evaluations are to be used.

I ask each one of you—as members of the faculty—to examine your conscience, to use good judgment, and do what is right and just . . . if not ethically correct. I ask you to work toward building unity rather than disunity at our Shawnee State.

And, I ask the courtesy of your motion to accept the charge I have offered.

I also request that my comments be made a part of the minutes of this meeting.

A handwritten signature in cursive script, appearing to read "Clive C. Veri".

Clive C. Veri, Ph.D.
President

UNIVERSITY FACULTY ASSEMBLY MINUTES
February 20, 1992

CALL TO ORDER

Dr. Pambookian called the meeting to order at 4:07 p.m.

AGENDA APPROVAL

Jim Flavin moved and Larry Lonney seconded a motion to approve the agenda. The motion carried.

APPROVAL OF MINUTES

Phyllis Kegley moved and Mousa Marouf seconded a motion to approve the minutes of the Jan. 23, 1992 meeting. The motion carried with the recommendation that the typos be corrected.

UNFINISHED BUSINESS

There was no unfinished business left from the previous meeting.

NEW BUSINESS

1. Steve Doster as chair of EPCC recommended the acceptance of three new courses:

LAST 212

ANTH 340

SOCI 312

There was no discussion of the courses. The vote resulted in a count of 48 in favor, 0 against, 1 abstention. The motion carried.

2. Developmental Education Policy

Steve Doster as chair of EPCC moved the acceptance of the Developmental Education Policy.

Dawna Lisa Buchanan-Berrigan asked for an explanation of the policy. Gene Beckett explained that SSU is trying to retain students. If a student is underprepared and needs two or three Developmental Education courses and the student attempts to take 16-20 hours of coursework in a quarter, s/he will probably not do well. This may result in the student dropping out of college. The policy is an attempt to deal with this problem.

Dick Howard asked about students on academic probation for the

second quarter. He questioned who will enforce and police the policy? Dr. Beckett responded that the Developmental Education Department will police as well as is possible.

Steve Midkiff stated a concern about the procedure for enforcing and policing the policy. He agreed it was worthwhile but it is not without expense. He cautioned everyone to look at all of the factors involved. Additional discussion included: a concern about the override statement; who would make the decision to allow a student to take more hours; a concern that the advisors were being left out and could assist in enforcing; a statement that EPCC was looking at the policy and not the procedures needed to enforce the policy; and a concern about the legality of stopping a student from taking more than 12 hours if the student is intent upon taking more.

John Kelley suggested there were enough questions that perhaps the policy should be returned to EPCC.

Dan Moore moved to table the discussion. John Kelley seconded the motion. In a vote to table, 8 voted for, 38 voted against and the motion was defeated.

The question was called. In a vote on the Developmental Education Policy, 46 voted in favor, 5 voted against and 1 abstained. The policy passed.

3. Post Secondary Enrollment Options Amendment

Ginny Hamilton as chair of Student Affairs Committee moved the acceptance of the amended Post Secondary Enrollment Options Policy. Rosemary Poston explained the changes being proposed and the reasons for each change.

There was no discussion.

In the vote on the policy, 52 voted in favor, 0 voted against and the motion carried.

ONGOING BUSINESS

A. Committee Reports

COMMITTEE ON COMMITTEES - Robbie Burke asked members to submit nominations for next year's UFA officers by Feb. 27 deadline.

EPCC - Steve Doster reported that an open hearing on the Transfer

Module is scheduled for April 2 from 4 to 5 p.m. He asked for members to attend.

FACULTY AFFAIRS - Gayle Massie reported they are still working on the Faculty Handbook. They are also drafting a policy on the disposal of unwanted complimentary textbooks. The committee is also looking at the current practice of students being administratively dismissed without faculty notification and establishing a policy to cover this problem. She requested faculty input.

FISCAL AFFAIRS - Ed Scott reported that a meeting is scheduled for 4 p.m. Monday to discuss the lab fee policy. He indicated representatives from the areas of Science, Art and Mathematics are needed.

STUDENT AFFAIRS - Ginny Hamilton reminded members of the open hearing on the Honors Program Policy immediately following this meeting. She reported that a Grade Grievance Policy is being developed.

FACULTY DEVELOPMENT/RESEARCH AND CREATIVE ACTIVITIES - No report

FACILITIES PLANNING - No report

QUARTER VS. SEMESTER - Alex Alex reported that a student informational session is scheduled for Wednesday to receive student input on the possible change.

UNIVERSITY GOVERNANCE - John Lorentz reported this committee is rapidly moving toward a recommendation.

B. Communications/Correspondence

Anita Gilmer reported on the Chancellor's Fac Report attached to the agenda. She thanked Scott Come for completing the questionnaire. She also distributed copies of the results of the Part-time Faculty study.

C. Executive Board Reports

1. The Executive Board had a special meeting Feb. 4 and their regularly scheduled monthly meeting on Feb. 15 with all committee chairs represented at that meeting.

2. The committee on Plagiarism is being finalized and by the next meeting, it will be in place.

3. Alex Alex and Bill Hanlon will represent UFA on the screening committee for the Vice President of Business Affairs.

4. Administrative Evaluation Committee

Dr. Pambookian reported on correspondence transmitted between himself and Dr. Veri on this issue (see attached).

At the Executive Board meeting a committee consisting of Ed Scott, Joyce Kiser, Ed Miner, Jessica Jahnke and Pat Lawson was appointed. A.L. Addington was asked to serve as an ex-officio member. The committee convened and was charged with the following charge:

- (1) Specify academic officers by office to be evaluated;
- (2) Design or adapt an instrument to use;
- (3) Be aware of information as informative feedback;
- (4) Report to UFA on or before April 16.

Dr. Veri addressed the membership about the issue. Attached are his prepared remarks, which he requested become part of the minutes.

Dan Moore moved and Mousa Marouf seconded a motion to accept the charge as outlined by Dr. Veri as the charge for the committee. The 9 points that were suggested by Dr. Veri were read by the secretary.

Zhanbo Yang moved to add

- (10) Make recommendations on other matters the committee deems important.

Phyllis Kegley seconded the motion.

In discussion which followed, it was suggested we need time to look at Dr. Veri's comments before we take a vote. Before a vote was taken, it was clarified that the vote was for the amendment only. By a voice vote, the motion was defeated.

Larry Lonney moved we postpone the discussion on the motion to adopt Dr. Veri's charge. Ed Miner seconded the motion. The vote on the postponement was 12 in favor, 28 against. The motion to postpone was defeated.

The question was called by Dan Moore. The vote on the motion to adopt Dr. Veri's charge was 36 in favor, 5 opposed, 5 abstentions. The motion carried.

ADJOURNMENT

The meeting was adjourned at 5:16 p.m.